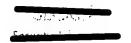
25X1A

- 1. Personnel Files individual personnel file folders, arranged slphatetically, on each individual occupying an HA - T/O slot, with military personnel interfiled in the same drawers. In addition to these files on staff employees, separate files are kept on staff agents and contract agents.
- 2. Position Inventory Record This record is kept on Standard Form No. 7 rather than OF-hb. Cards are maintained on every T/O position, both headquarters and field, and are tabled to indicate:
  - a. Positions which are double slotted
  - b. Positions which are vacant
  - c. Actions in Process
  - d. Positions for which applicants are being considered
  - e. Positions on field T/O's filled by headquarters personnel
  - f. Fositions on Project T/ 's
- 3. Cable for lop of personnel captes received and dispatched.
- h. Dispatch File 3x5 card file indicating disposition of dispatches received.
- 5. PDC File Locator Card 3x3 card control record of official personnel file folders withdrawn from 10 and subsequent disposition of file.
- 6. Group lospitalization ayment becord 3x5 ears record of payments.
- 7. Personnel /ction Control a 3x5 card filed alphabetically by name and indicating status of personnel actions in process.
- 6. THE log a memorendum record of Tersonnel Evaluation Reports showing individual office of action and due date of report.
- 9. Personnel Action income copies of personnel action requests in process filed in chronological sequence. (Copy of SF-52 or Sacsivile)
- 10. Locator File Torms 37-6, home eddress and next of kin cards preserved by Machines Perords.



- 11. Locator File same as 10 except that this file is a manually prepared duplicate for the convenience of the individual who maintains it.
- 12. Security Clearance Control 5x8 cerd record indicating operation and security clearances, or status, of covert contract agents.
- 13. T/O record Book Typewritten lists of T/O positions and incumbents filed in 3 ring binders. Changes are made manually in pen or pencil. Three copies of this book are maintained one in Office, Chief of Admin. and two copies in Personnel Section.
- 1b. Chronological Files There are six types of chrono files maintained.

  These are:
  - a. Pink copies of personnel cables filed caronological by branch affected.
  - b. Pink copies of personnel disputches filed by Eranch concerned.
  - c. Blue copies of ontgoing dispatches and memorands filed in chronological order in one consolidated file folder.
  - d. Fink copies of outgoing memoranda pertaining to training matters.
  - e. Fink copies of Cables on Training matters.
  - f. Pink copies of Dispatches on military personnel matters.
- 15. Physical Security Seconds
  - a. Current Roster of Security Officers assigned.
  - b. On call duty efficers roster and on call list.
  - c. Copies of memuranda relating to security violations.
- 16. Training Record Card 3x5 card file indicating courses completed and scheduled for all employees.
- 17. Pseudo and True Name file a three part system of:
  - a. one set of cards showing true have and pseudo number filed numerically.
  - one set of cards whowing pseudo and number filed alphabetically, and,
  - c. Looseleaf binder listing true names alphabetically with number of pseudo card.

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## SECRET

Security Information

- 18. Training Request File copies of all training requests concerning WEA personnel in training when course is completed, copy goes to individual personnel file folder.
- 19. Contract Agent File 3x5 card in pseudonym filed alphabetically indicating length of contract, type of agent (PP, FI, etc.) branch and case officer.